

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

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OFFICE OF THE EXECUTIVE DIRECTOR

97-9712

DATE: June 25, 1997

TO: All Individuals and Groups Interested in the Activities of the  
Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed. D.  
Executive Director

SUBJECT: Approved Amendments to Section 80487 of Title 5, California  
Code of Regulations, Pertaining to Certificates of Completion of  
Staff Development for SDAIE/ELD

The Certificates of Completion of Staff Development, either in Specially Designed Academic Instruction Delivered in English (SDAIE) or in English Language Development (ELD) in a self-contained classroom, were established three years ago in Education Code §44253.10 by Senate Bill 1969. Assembly Bill 1041 (Alpert), which amended §44253.10 and became effective on January 1, 1997, requires the Commission to register these Certificates. The Commission was unable to implement the registration process until the Office of Administrative Law approved the amendments to Title 5, §80487. They have now approved those amendments. Title 5, §80487(g) establishes the fee for registering a Certificate at twelve dollars (\$12) and authorizes the use of specific forms to register a Certificate and to request a duplicate. The amended regulations and both forms are attached.

There are several things to remember when registering a Certificate of Completion of Staff Development. They are the following:

1. The Certificates may only be submitted to the Commission by the school district or county office of education that issued them. Individuals or any other agency may not submit them.
2. Districts and counties may start submitting the Certificates to the Commission on **July 15, 1997**.
3. Each Certificate must be accompanied by the form Request to File Certificate of Completion of Staff Development (41-CCSD/copy attached).

4. Per Education Code §44253.10, districts and counties must submit the Certificates to the Commission within 90 days from the Certificate's issuance date. The following are exceptions to this.
  - *Certificates issued January 1, 1997, to July 15, 1997:*  
Please submit these by October 14, 1997.
  - *Certificates issued before January 1, 1997:*  
Because the law became effective on January 1, 1997, these Certificates do not need to be registered with the Commission. Registration of the Certificate is completely voluntary on the parts of both the holder and the issuing agency. To register the Certificate, it must be submitted through the issuing district or county. These agencies will follow the same registering procedures for Certificates currently issued, including submission of the completed form 41-CCSD and the fee. These Certificates may be submitted to the Commission at any time until July 15, 1998.
5. Form 41-CCSD may be completed by the individual, district or county.
6. All appropriate sections of form 41-CCSD must be completed, including the issuing district or county, the training agency, the Certificate issuance date, the individual's requested personal information, and the authorization.
7. The Commission will accept a photocopy of the Certificate. The copies need to be good quality because they will be microfilmed, and the duplicates will be produced from the microfilm.
8. The fee to register each Certificate is \$12. Money orders or cashier's checks must be made payable to the California Commission on Teacher Credentialing. The Commission cannot accept personal checks. District or counties may collect the fees and issue a single check for each batch of twenty Certificates submitted to the Commission.
9. Duplicates may be requested only by the individual to whom the original Certificate was issued. There is no additional fee for this.
10. Request for duplicates must be submitted on form Duplicate Certificate of Completion of Staff Development (form 41-CCSD-DUP).

If you have any questions about the information in this correspondence, please contact the Commission's Information Services Office by e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) or by telephone between 12:30 and 4:30 any workday afternoon at (916) 445-7254.

**Division VIII of Title 5  
California Code of Regulations**

**Amendments of Section 80487  
Pertaining to Certificates of Completion of Staff Development  
for SDAIE/ELD**

**80487. Fees.**

- (a) For the purpose of this section credential means any certificate, permit authorization, or other certification document, which the Commission is empowered to issue.
  - (1) The fee for the issuance, reissuance, or renewal of credential shall be sixty-five dollars unless otherwise established by law. Effective January 1, 1995, this fee shall be seventy dollars.
  - (2) The fee for a duplicate credential shall be one-half the fee specified in (a)(1) or the credential fee established by law.
  - (3) Two hundred fifty dollars for a Board of Examiners' fee as provided in Section 80076.
  - (4) Thirty dollars for an examination processing fee as provided in Section 80077.
  - (5) The fee for the state basic skills assessment examination pursuant to Education Code Section 44252.5 shall be forty dollars.
  - (6) Fourteen dollars, or the actual fee if different from this amount, to reimburse the Commission for the actual amount charged by the Federal Bureau of Investigation for furnishing its summary criminal history information applicable to all credentials.
  - (7) Sixteen dollars and fifty cents, or the actual fee if it is different from this amount, to reimburse the Commission for the fee charged by the California State Department of Justice, Criminal Identification and Investigation Bureau, for furnishing its summary criminal history information on applicants for credentials.
  - (8) Thirty-eight dollars for each unit of the Bilingual-Crosscultural Competency Certificate examination if taken separately or a fee of one hundred dollars for the entire examination, (all three units of the examination) if taken at the same time. For persons who take only one section of the Language portion of the examination. a fee of thirty-five dollars will be charged.
  - (9) A fee of one hundred dollars for the full language Development Specialist examination; thirty-five dollars for Part I and seventy-five dollars for Part II, if taken separately.
  - (10) A fee of one hundred dollars for the full Bilingual Certificate of Assessment Competence examination: a fee of thirty-seven dollars for either the oral production or case study section, and twenty-nine dollars for either the multiple choice or audio transcription section if taken separately.

- (11) The fee for the Certificate of Clearance as specified in Section 80028 shall be one-half the fee in (a)(1) or the credential fee established by law.
- (b) Except for the fee specified in (a)(5), (a)(8), (a)(9), and (a)(10), the fees shall accompany the application for issuance, reissuance or renewal, or the request for a duplicate credential; the fees shall be deemed earned upon receipt and shall not be refunded even though the applicant does not qualify for the credential or subsequently finds a reportedly lost or destroyed document.
  - (c) The fee for examination administered by a contractor on behalf of the Commission, specifically (a)(5), (a)(8), (a)(9), and (a)(10), shall be paid directly to the testing contractor unless otherwise specified by contract.
  - (d) The applicant shall receive either a credential or an evaluation which sets forth the requirements which have not been met.
  - (e) Where an applicant has all the qualifications for a credential at the time the application therefor is submitted, but where required verification or documentation has been delayed, no new or additional fee shall be charged if such required verification or documentation is submitted within one year.
  - (f) Where applicable, each application for a credential shall be accompanied by an examination processing fee pursuant to Section 80077 of these regulations.
  - (g) The fee for a county or district to file a copy of a county-issued or district-issued certificate of completion of staff development in specially designed academic instruction delivered in English and/or in English language development in a self-contained classroom pursuant to Education Code section 44253.10(f)(2), including issuing a duplicate if requested, is twelve dollars (\$12). Each certificate must be accompanied by the form Request to File Certificate of Completion of Staff Development (form 41-CCSD, rev. 1/97). To request a duplicate of the certificate, the person to whom the original certificate was issued must submit the form Request for Duplicate Certificate of Completion of Staff Development (form 41-CCSD-DUP, rev. 1/97) to the Commission.

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NOTE: Authority cited: Sections 44225 and 44252.5, Education Code. Reference: Sections 44235, 44252.5, 44253.5, 44253.10, 44280.89, 44298, 44332.5(b), 44339, 44340, 44341, 44352, 44479, 44481, 52134 and 52178, Education Code; and Section 11105(e), Penal Code.

State of California  
California Commission on Teacher Credentialing  
Box 944270  
Sacramento, CA 94244-2700  
(916) 445-7254

CCTC USE ONLY

## REQUEST TO FILE CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT

Please attach this form to each Certificate of Completion of Staff Development in Specially Designed Academic Instruction Delivered in English and/or English Language Development in a Self-Contained Classroom issued pursuant to Education Code Section 44253.10 and provide the information requested below. The fee for filing a Certificate is twelve dollars (\$12). The Certificate must be filed with the California Commission on Teacher Credentialing within 90 days of the issuance date.

**ISSUING DISTRICT OR COUNTY** \_\_\_\_\_

CDS Code \_\_\_\_\_

**AGENCY or IHE THAT PROVIDED TRAINING** \_\_\_\_\_

CDS Code if Applicable \_\_\_\_\_

**DATE CERTIFICATE ISSUED** \_\_\_\_\_

### INDIVIDUAL RECEIVING CERTIFICATE

Full Name \_\_\_\_\_

Former Names \_\_\_\_\_

Social Security Number (optional) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

### AUTHORIZATION

- ☐ Specially Designed Academic Instruction Delivered in English  
(holder completed 45 hours of staff development or 3 semester/4 quarter units in SDAIE)
- ☐ English Language Development in a Self-Contained Classroom  
(holder completed 45 hours of staff development or 3 semester/4 quarter units in ELD within three years of the SDAIE training)
- ☐ Specially Designed Academic Instruction Delivered in English AND English Language Development in a Self-Contained Classroom  
(holder completed 9 years of teaching experience, AND completed 45 hours of staff development or 3 semester/4 quarter units in a *combination* of SDAIE and ELD)

The social security number, if given, is used only to distinguish between individuals with the same name and/or to access records. Auth.: Education Code §44253.10.

Bar Coded Label

State of California  
California Commission on Teacher Credentialing  
Box 944270  
Sacramento, CA 94244-2700  
(916) 445-7254

CCTC USE ONLY

## REQUEST FOR DUPLICATE CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT

Please use this form to request a duplicate (photocopy) of your Certificate of Completion of Staff Development in Specially Designed Academic Instruction Delivered in English (SDAIE) and/or English Language Development (ELD) in a Self-Contained Classroom. There is no fee for this service. Complete the following information, including the type of Certificate issued to you.

Full Name \_\_\_\_\_

Former Names \_\_\_\_\_

Social Security Number (optional) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Home Phone Number \_\_\_\_\_

### Request for a Duplicate of the following Certificate

- ☐ Specially Designed Academic Instruction Delivered in English  
(holder completed 45 hours of staff development or 3 semester/4  
quarter units in SDAIE)
- ☐ English Language Development in a Self-Contained Classroom  
(holder completed 45 hours of staff development or 3 semester/4  
quarter units in ELD)
- ☐ Specially Designed Academic Instruction Delivered in English and  
English Language Development in a Self-Contained Classroom  
(holder completed 45 hours of staff development or 3 semester/4  
quarter units in a *combination* of SDAIE and ELD)

The social security number , if given, is used only to distinguish between individuals with the same name and/or to access records. Authorization: \_\_\_\_\_ Education Code §44253.10.